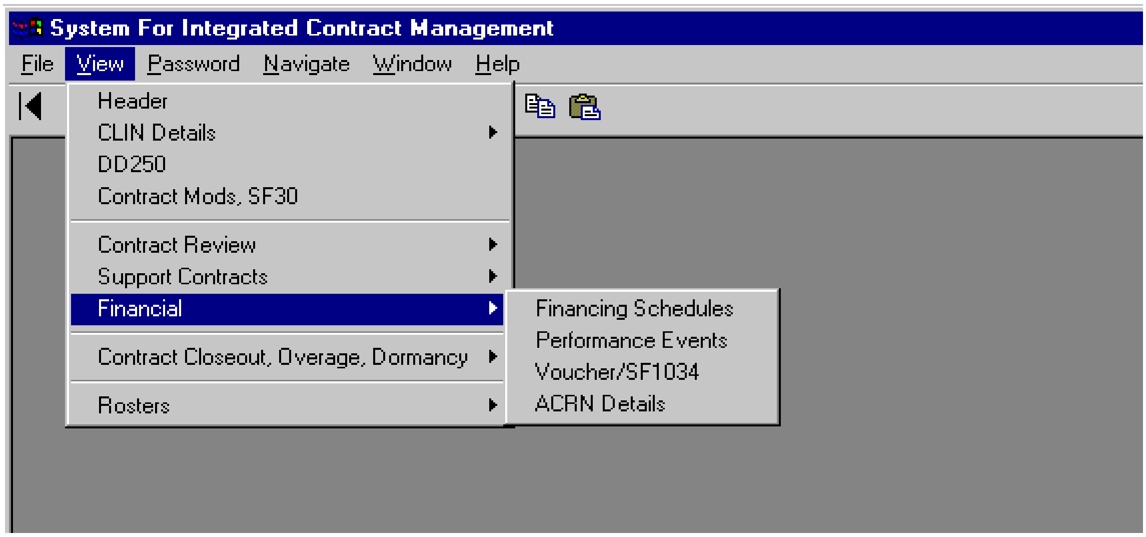
Chapter 8

LOGISTICS
DEFENSE
AGENCY
"Committment, Quality, and Service"
Est.
DCMD INTERNATIONAL
1990

Financial

8.0 Financial


System For Integrated Contract Management
File
View
Password
Navigate
Window
Help
Header
CLIN Details
DD250
Contract Mods, SF30
Contract Review
Support Contracts
Financial
Contract Closeout, Overage, Dormancy
Rosters
Financing Schedules
Performance Events
Voucher/SF1034
ACRN Details

Financial

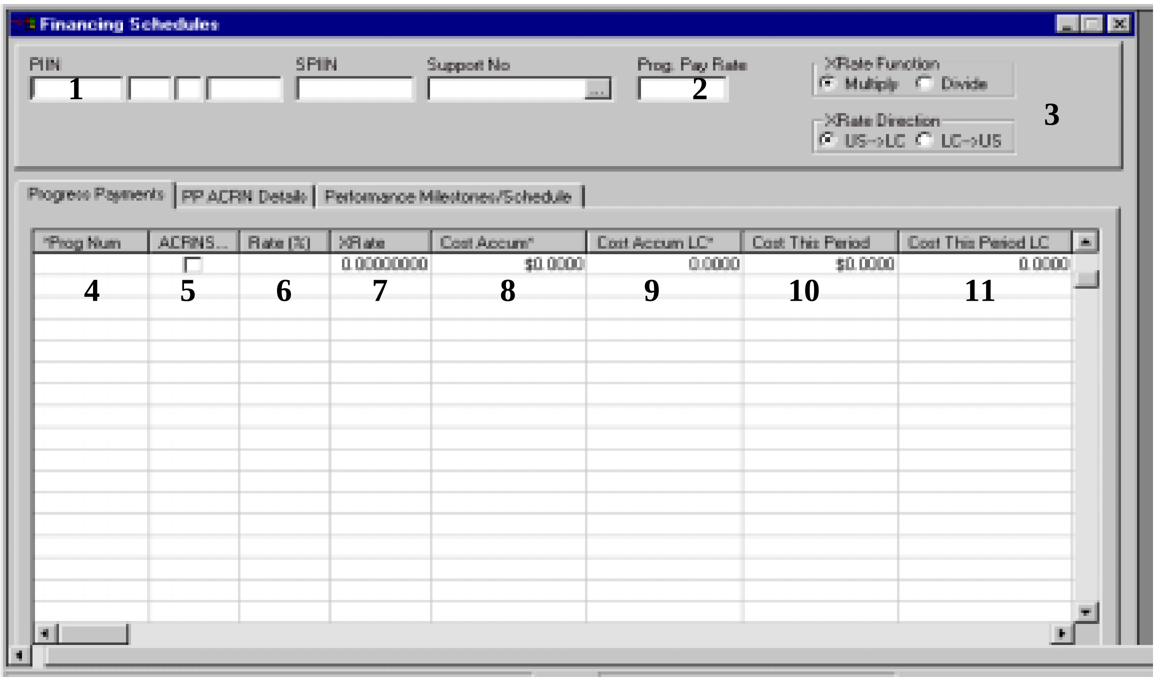
The purpose of the Financial section is to provide the user with a mechanism to enter and review details associated with the funding and payments on a contract. The Advice of Payment received from the cognizant payment office should be the source for data entry and not the request for payment. This menu selection gives options to perform the following operations.

The Financial section is divided into four areas. The Financing Schedule deals with contract financing payments such as Progress Payments and Performance Based Payments. The Performance Events Maintenance screen provides the user a method of entering recurring events for PBP Contract Milestone Payments. The Voucher / SF1034 deals with (STD) Fixed Price Payment Vouchers and Cost Type Contract Payment Vouchers or Sub-Vouchers. ACRN Details deals with Appropriation and Accounting Class details such as Liquidation Balances and Canceling Funds.

The Financing and Voucher screens operate with a Header and Tab design. The Header portion is to allow the user a mechanism to select and enter contract level detail applicable for the payment, and the appropriate Tab will be selected for the details related to the type of payment to be processed.

Fields marked with an * require an entry. Input Screens with mandatory fields indicated should not be, and in some cases cannot be SAVED without the required data being entered.

8.1 Financing Progress Payments



XRate Function: ● Multiply ○ Divide

XRate Direction: ● US->LC ○ LC->US

*Prog Num	ACRNS...	Rate (%)	XRate	Cost Accum*	Cost Accum LC*	Cost This Period	Cost This Period LC
	☐		0.00000000	$0.0000	0.0000	$0.0000	0.0000

IMPORTANT: Refer to paragraph 5 of this section for details regarding the edit and deletion of Progress Payment entries. The process is different for payments that are ACRN specific, versus those that are to be prorated against all the ACRNs.

Progress Payment Tab (*Applicable when Special R9 Contract Provision C is selected)*

The purpose of the Progress Payment Tab is to account for the tracking of financing payments on the contract. The liquidation of these payments against shipments which have been accomplished is crucial to ensure over disbursement does not occur. This screen is used to track the costs for which billing has occurred and the payments made against those costs.

1. PIIN*, SPIIN, and/or Support No. - Enter or select from the selection list, the appropriate number.

2. Prog. Pay Rate - The system will populate the progress payment rate based on the rate initially entered on the Contract Header screen.

3. X Rate Function - When entering a Progress Payment paid in local currency, the following inputs must be accomplished, in order:

Must be Re-Selected For EACH Progress Payment Entered

a. If entering a unit price in $, you must ensure that the US → LC radio button is selected in the "Xrate Function" field. You must also select either the multiply or divide radio button to instruct SICM on what function to perform based upon the exchange rate entered.

8.1 Financing Progress Payments (continued)

b. If entering a unit price in LC, you must ensure that the LC → US radio button is selected in the "XRate Function" field. You must also select either the multiply or divide radio button to instruct SICM on what function is to be performed based upon the exchange rate entered.

Note: Additional details concerning X Rate Function are located in Chapter 3, CLIN Details.

4. Prog Num* - Enter the progress payment request number from Block 8a of the SF 1443. The progress payments **should** be entered sequentially beginning with the first payment request, and should be all inclusive. If a previous payment request number is missing, a copy **must** be obtained and entered.

Although the system will accept input from payment requests that are entered out of order, the system generated pro-rate fields (located in the ACRN Details Tab, Section 8.7, paragraphs 9 and 10), will not be accurate as the payment history sequence is not in chronological order. To avoid this, efforts should be made to ensure that this data is **entered sequentially**. If this is not possible, the following adjustment method may be employed when a previously missing payment is received:

How to Correct a Progress Payment that has been entered out of sequence: *ONLY A USER WITH **ADMINISTRATOR RIGHTS** ASSIGNED WILL BE ABLE TO DELETE PROGRESS PAYMENT ENTRIES: Delete all of the Progress Payments that had been made subsequent to the missing payment. **After each Progress Payment line deletion, Refresh the screen view from the PIIN field using the F9 Function Key**. Enter the missing payment, followed by the re-entry of all the subsequent payments, in sequence. This process causes the system generated pro-rate fields from the ACRN Details screen to be re-calculated.*

5. ACRNS - Check this box **if** the contract contains multiple ACRNs and **you want to designate the $ or LC disbursement amount that is to be applied to specific ACRNs.** This activates the PP ACRN Details Tab and allows the user to enter detailed PP distribution data among different ACRNs.

If the box is not checked, the system will **prorate** the payment across all affected fixed price ACRNs on the contract, **at the same rate they were obligated** in the original contract. Refer to Section 8.7, paragraphs 9 and 10 for more details.

Note: Once you have selected one of the two methods of distributing payments across the contract ACRNs, the method of distribution CANNOT be changed.

8.1 Financing Progress Payments (continued)

How to Correct an ACRN Specific Progress Payment: *Progress Payment details that are ACRN specific,* ***may be edited or deleted*** *from the PP ACRN Details tab.*

How to Correct a Prorated Progress Payment: *Progress Payments that are to be* ***prorated*** *by the system,* ***may be edited prior to the row SAVE****.* ***After*** *the payment is SAVED* ***it cannot be edited****. However, if the entry to be edited is the last payment shown on the payment table, it can be deleted BY A USER THAT HAS BEEN ASSIGNED* ***ADMNISTRATOR RIGHTS*** *and re-entered.*

If a Prorated Progress Payment needs to be edited, and ***it is not the last Progress Payment shown on the payment table,*** *then select one of the following correction methods:*

1. ***DELETE*** *- Delete the incorrect Progress Payment, as well as all the subsequent payments. Enter the corrected payment, followed by the re-entry of all the subsequent payments,* ***in sequence****. This process forces the system to re-calculate the prorated amount.*

2. ADJUST *- An adjustment line may be entered to correct the Cumulative Progress Payment amount based on incorrect information that had been entered previously. This is accomplished by entering an adjustment line to reflect a revised Cost Accumulated (total cost incurred to date) amount. The system will recalculate the remaining amounts, however, the prorated ACRN balances will not reflect the corect balances per payment.*

To track these adjustments, begin the Prog Num entry with "ADJ" (i.e. ADJPP1) and continue on sequentially for each Progress Payment adjustment. The specifics should be recorded on the ACRN Details reconciliation notepad.

Scenario - The Cumulative Progress Payment is overstated by $100 ($800 versus $700). Since this is a system calculated field that is based on other entries, an adjustment line will need to be entered to force the result required. In the below example, the user would enter an adjustment line (ADJPP1) to show an adjusted Cost Accumulated figure of $900 versus $1000 - an amount equal to the overstatement), a Rate of 100%, and the Date of Request (in these cases the date being entered). The system will calculate the Cost this Period as a -$100, which in turn will re-calculate the Cumulative Progress Payment less this same amount.

Example:	*PP#*	*Rate*	*Cost Accum*	*Cost Period*	*Cumm PP*	*Date Request*
Current:	*01*	*80%*	*$1000*	*$800*	*$800*	*01/01/2000*
Enter:	*ADJ*	*100%*	*$900*			*01/02/2000*
Result:				*($100)*	*$700*	

8.1 Financing Progress Payments (continued)

6. Rate % - Enter the Progress Payment Rate based on the rate input on the contract header page. If the actual Rate of payment liquidation is different than what was entered, based on the Progress Payment information that is being entered, the system will re-calculate the Rate % and populate this field with the correct rate.

If the actual Rate % of payment liquidation is at a rate higher than that authorized by the contract, the system **will not accept** the payment request. The ACO should contact the payment office to ensure that proper liquidation is occurring.

After the first Rate % is entered, the system will automatically populate that same Rate for subsequent entries. **If the Rate % is different** for a subsequent payment, simply **Enter** the new Rate manually. After the Cost this Period is calculated, this new Rate % will be used to calculate the Current Progress Payment amount, Field 12 or 13.

*If the **Rate % is unknown**, but the value of the **Current Progress Payment is known**,* **Enter***:* **Prog. Num*, Cost Accumulated* or Cost Accumulated LC*, Current Progress Payment, and Date of Request*.** *The system will first calculate the Cost this Period (based on the difference between the current and previous Cost Accumulated amounts, and then will calculate Rate % based on the relationship between the system calculated Cost this Period and the Current Progress Payment.*

7. X (Exchange) Rate – If the item is to be paid in local currency, first verify the X-Rate Function and Direction indicated on the screen header to ensure it is selected correctly for the new entry. (Refer to paragraph 3 of this section.) Then enter the exchange rate cited on the Advice of Payment. If the exchange rate is not cited on the Advice of Payment, enter the exchange rate shown on the contract document / mod, or you can calculate the exchange rate manually based on the payment amount.

8. Cost Accumulated* - Enter the Total Cost Incurred to Date from **Block 12a of the SF 1443**. This field is required for the system to calculate the Cost this Period field.

OR

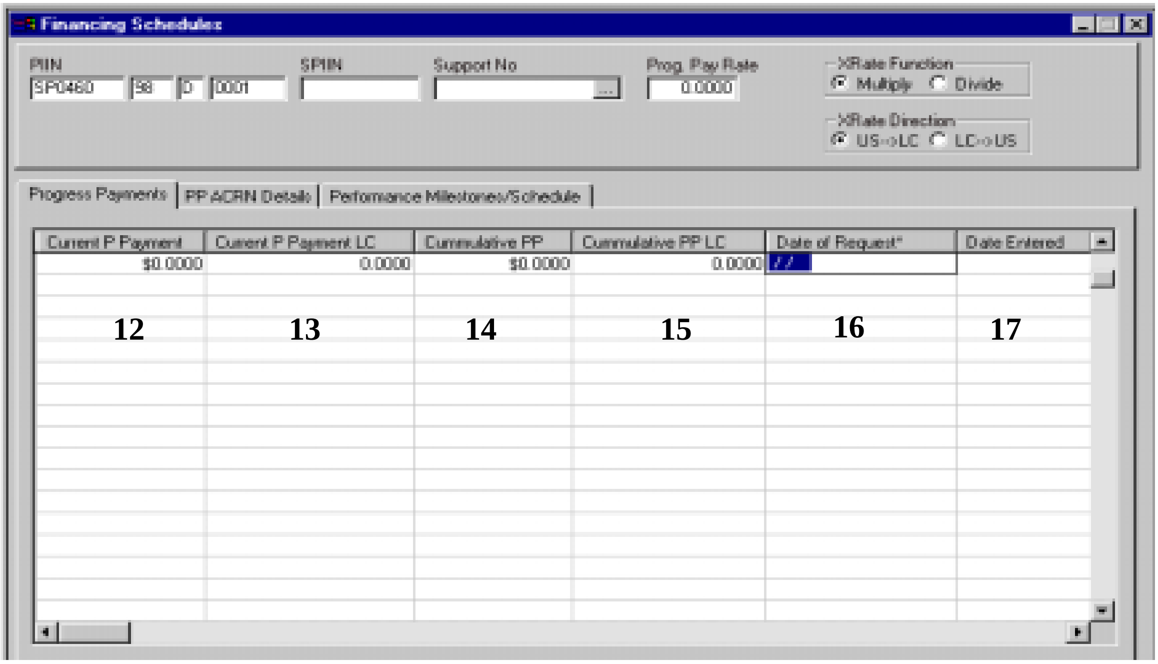
9. Cost Accumulated LC*- Enter the Total Cost Incurred in Local Currency to Date from **Block 12a of the SF 1443**. This field is required for the system to calculate the Cost this Period field.

10. Cost this Period - The Cost this Period field is **system generated**, based on the difference between the Cost Accumulated for this payment request and the Cost Accumulated for the previous payment request.

OR

11. Cost this Period LC - The Cost this Period field is **system generated**, based on the difference between the Cost Accumulated Local Currency for this payment request and the Cost Accumulated Local Currency for the previous payment request.

8.1 Financing Progress Payments (continued)



PIN: SP0460 98 D 0001
SPIN:
Support No:
Prog. Pay Rate: 0.0000
XRate Function: ● Multiply ○ Divide
XRate Direction: ● US->LC ○ LC->US

Current P Payment	Current P Payment LC	Cummulative PP	Cummulative PP LC	Date of Request*	Date Entered
$0.0000	0.0000	$0.0000	0.0000	/ /	

12. Current P Payment - If the Rate % **has been** entered , the **system will calculate** the Current Progress Payment amount. If the Rate % **has not been** entered, **Enter*:*** the amount of the Current Progress Payment being paid from the Progress Payment Advice of Payment.

OR

13. Current P Payment LC -If the Rate % **has been** entered, the **system will calculate** the Current Progress Payment LC amount. If the Rate % **has not been** entered, **Enter*:*** the amount of the Current progress payment LC being paid from the Progress Payment Advice of Payment.

14. Cumulative PP - The Cumulative Progress Payment field is **system generated** based on the sum of the Current Progress Payment amount for this payment request and the Cumulative Progress Payment amount for the previous payment request.

OR

15. Cumulative PP LC - The Cumulative Progress Payment Local Currency field is **system generated** based on the sum of the Current Progress Payment LC amount for this payment request and the Cumulative Progress Payment LC amount for the previous payment request.

8.1 Financing Progress Payments (continued)

16. Date of Request* - Enter the date for which the payment request you are processing was paid. This is a required field and entry cannot continue until a date has been entered. The Payment Date cannot be a duplicate of any other payment request Pay Date for the contract. The system will not allow input to continue if duplicate Pay Dates exist.

17. Date Entered - The **system will populate** this field based on the date the entry is accomplished.

Note: Both Progress Payment Header and Row Details are SAVED by the system as the user Tabs thru the last field of each row of information entered.

QUICK REFERENCE PROGRESS PAYMENT REQUIRED ENTRY FORMULAS:

1. Prorated across all ACRNs and Rate % Known:

- Prog Num*
- Rate %
- Cost Accumulated* or Cost Accumulated LC*
- Date of Request*

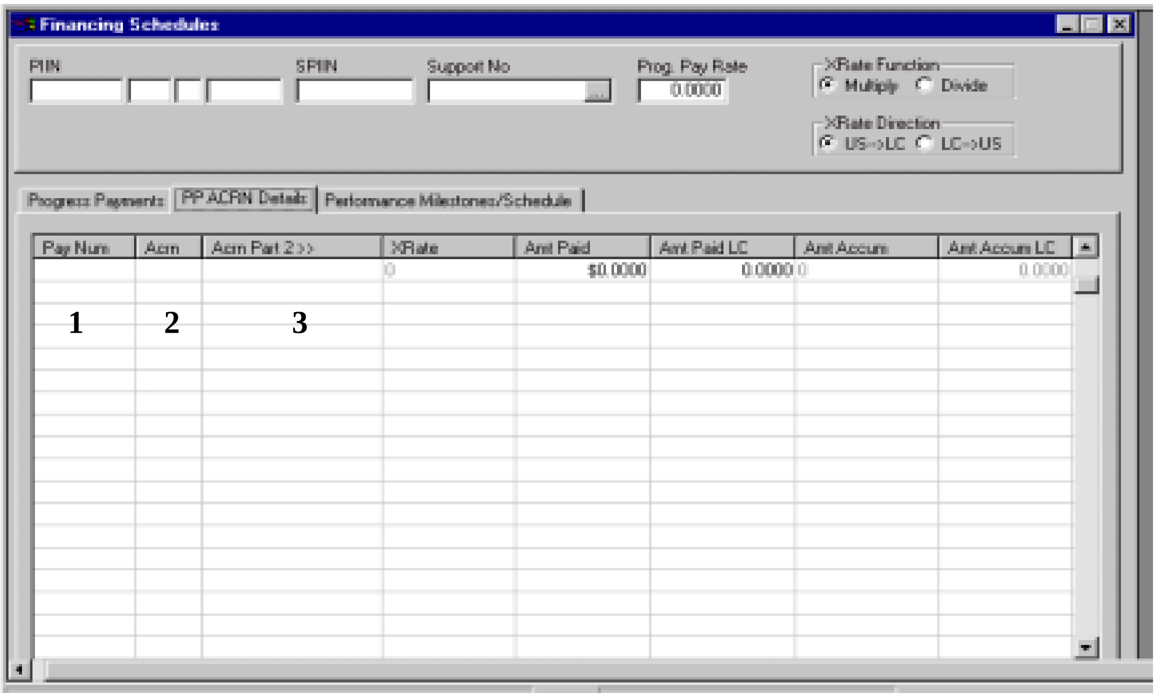
2. Prorated across all ACRNs and Rate % is Unknown: (i.e. nearing 80% threshold)

- Prog. Num*
- Cost Accumulated* or Cost Accumulated LC*
- Current Progress Payment or Current Progress Payment LC
- Date of Request*

3. When ACRN Specific Distribution is preferred, in lieu of system proration:

- Prog Num*
- ACRN field is checked
- Rate %
- Cost Accumulated* or Cost Accumulated LC*
- Date of Request*

8.2 Financing Progress Payment ACRN Details


Financing Schedules
PIIN
SPIIN
Support No
Progress Payments
PP ACRN Details
Performance Milestones/Schedule
Pay Num
Acrn
Acrn Part 2>>
XRate
Amt Paid
Amt Paid LC
Amt Accum
Amt Accum LC
1
2
3

Prog. Pay Rate: 0.0000

XRate Function: ● Multiply ○ Divide

XRate Direction: ● US->LC ○ LC->US

Pay Num	Acrn	Acrn Part 2>>	XRate	Amt Paid	Amt Paid LC	Amt Accum	Amt Accum LC
			0	$0.0000	0.0000	0	0.0000

PP ACRN Details Tab (*Activated when the ACRNs field from PP Tab is checked*)

The purpose of the Progress Payment (PP) ACRN Details Tab is to assist in the tracking of disbursements at the ACRN level. The requirements disbursement of financing payment requests with multiple ACRN funding is to ensure funds are disbursed or distributed equitably for the work which has been accomplished. The method used to ensure equitable distribution occurs when the payment is prorated is to disburse the funds in proportion to the rate at which the ACRN was obligated.

Before you OPEN this Tab, make sure that the cursor is in the Pay Number field of the Progress Payment you want to assign ACRN specific Progress Payment amounts to.

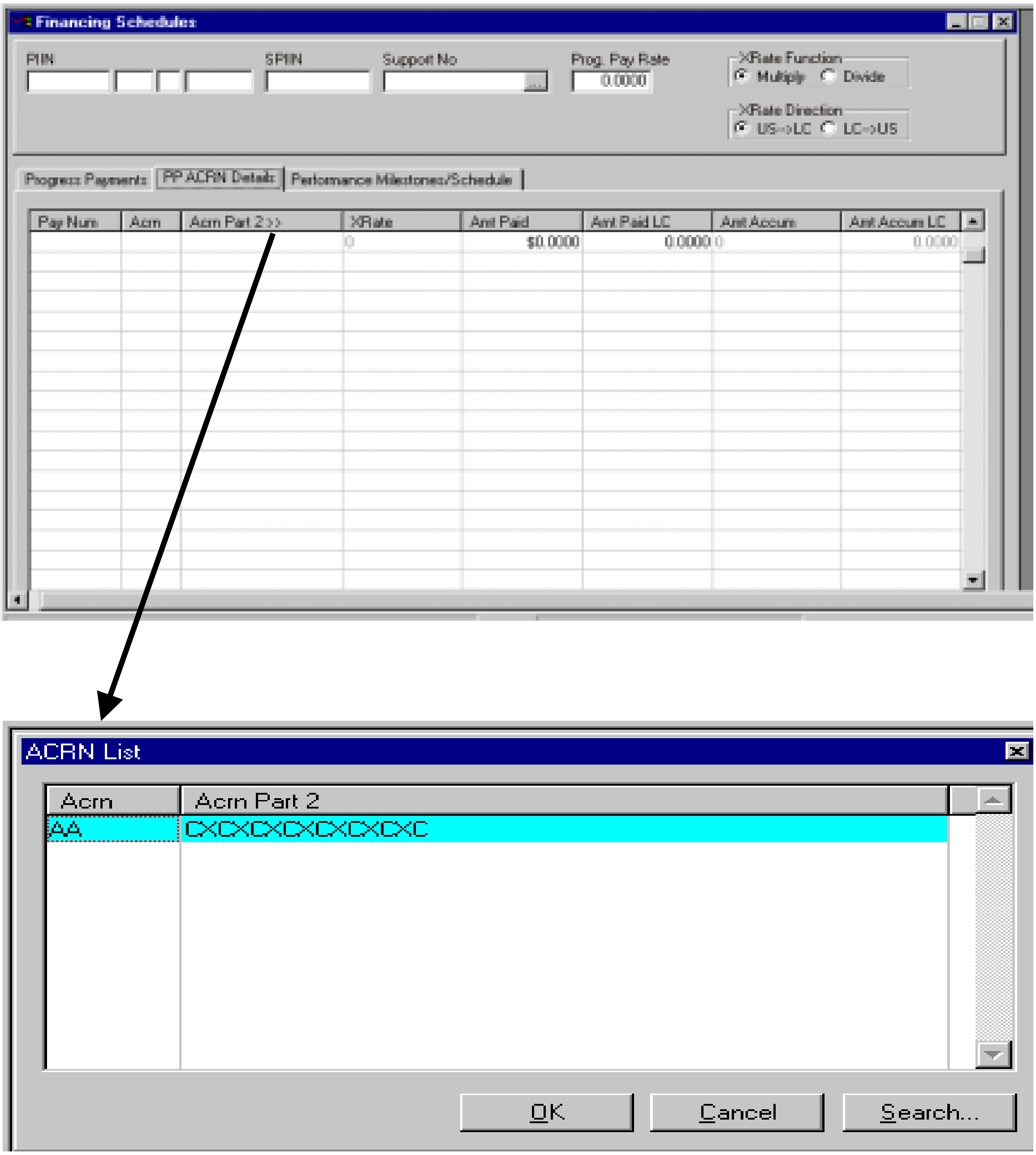
1. Pay Number - When you mouse click on the PP ACRN Details Tab, the associated Pay Number will be brought forward from the Progress Payment Tab into the to the PP ACRN Details Tab.

2. Acrn - Enter the 2 digit alpha ACRN corresponding to the payment for which the distribution will occur. You will enter each individual ACRN associated with the contract for which the payment is being made.

3. Acrn Part 2>> - Enter “long line” accounting and appropriation data or push the Button Bar above the Acrn Part 2>> column. The ACRN selection list will appear and you can select the ACRN corresponding to the 2 digit alpha ACRN for which the distribution will occur.

8.2 Financing Progress Payment ACRN Details (continued)

ACRN Selection List



Financing Schedules
Progress Payments
PP ACRN Details
Performance Milestones/Schedule
ACRN List
OK
Cancel
Search...

PIN:

SPIN:

Support No:

Prog. Pay Rate: 0.0000

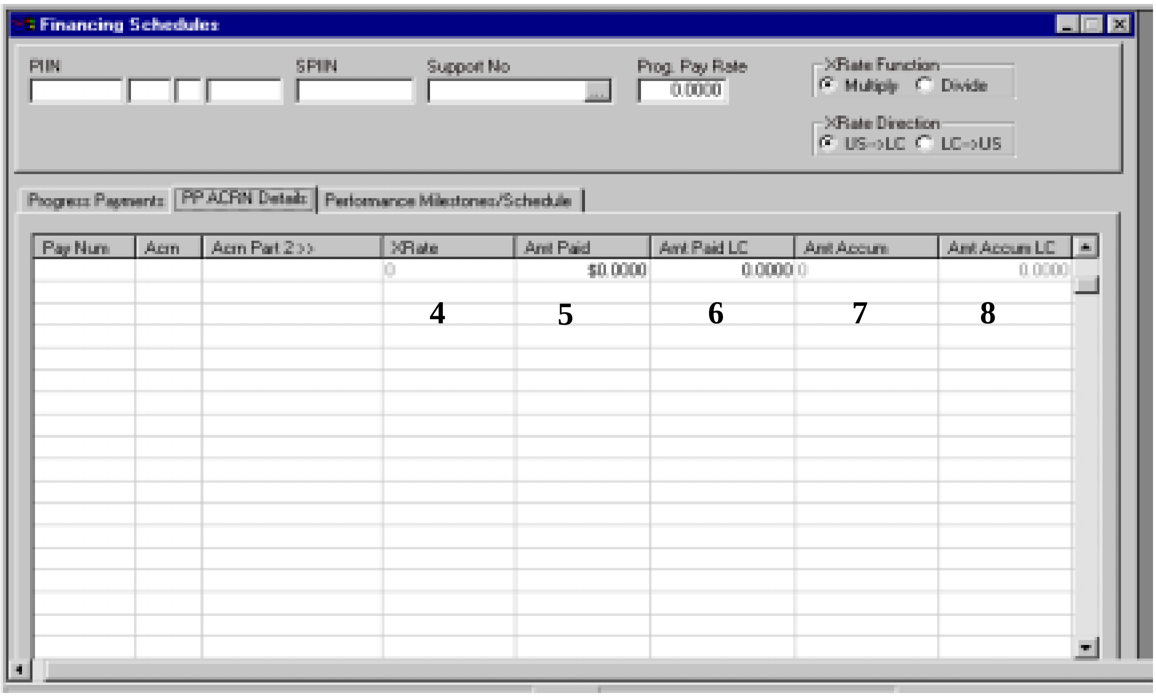
XRate Function: ● Multiply ○ Divide

XRate Direction: ● US->LC ○ LC->US

Pay Num	Acrn	Acrn Part 2>>	XRate	Amt Paid	Amt Paid LC	Amt Accum	Amt Accum LC
			0	$0.0000	0.0000	0	0.0000

Acrn	Acrn Part 2
AA	CXCXCXCXCXCXCXC

8.2 Financing Progress Payment ACRN Details (continued)



Prog. Pay Rate 0.0000

XRate Function: ● Multiply ○ Divide

XRate Direction: ● US->LC ○ LC->US

Pay Num	Acrn	Acrn Part 2>>	XRate	Amt Paid	Amt Paid LC	Amt Accum	Amt Accum LC
			0	$0.0000	0.0000	0	0.0000

4. X (Exchange) Rate – If the item is to be paid in local currency, first verify the X-Rate Function and Direction indicated on the screen header to ensure it is selected correctly for the new entry. (Refer to Section 8.1, Financing Progress Payments, Progress Pay Tab, paragraph 3.) Then enter the exchange rate cited on the Advice of Payment. If the exchange rate is not cited on the Advice of Payment, enter the exchange rate shown on the contract document or modification.

5. Amount Paid - Enter the $ or LC amount of the payment disbursement that is to
OR be applied against the ACRN or ACRNs that were identified in Fields 2 and 3.

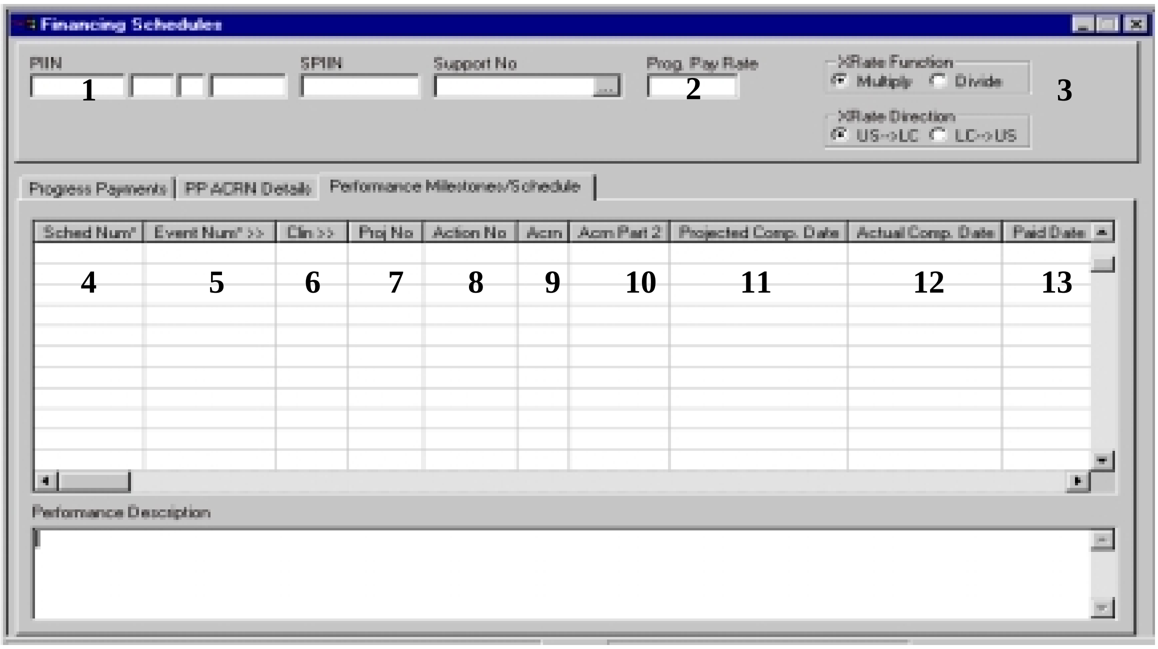
6. Amount Paid LC - Enter the amount in local currency of the payment disbursement corresponding to the ACRN for which the distribution occurred.

7. Amount Accum - The **system will generate** the amount accumulated or disbursed
OR for the ACRN based on the Amount Paid field entries.

8. Amount Accum LC - The **system will generate** the amount in local currency accumulated or disbursed for the ACRN based on the Amount Paid LC field entries.

Note: Both PP ACRN Details Header and Row Details are SAVED by the system as the user Tabs thru the last field of each row of information entered.

8.3 Financing Performance Based Payments


Financing Schedules
PIIN
SPIIN
Support No
Prog. Pay Rate
XRate Function
● Multiply ○ Divide
XRate Direction
● US->LC ○ LC->US
1
2
3
Progress Payments
PP ACRN Details
Performance Milestones/Schedule
Sched Num*
Event Num* >>
Clin >>
Proj No
Action No
Acrn
Acrn Part 2
Projected Comp. Date
Actual Comp. Date
Paid Date
4
5
6
7
8
9
10
11
12
13
Performance Description

Performance Milestones/Schedule Tab (*Applicable when R9 Code 38 is selected*)

The purpose of the Performance Milestones/Schedule Tab is to account for a method of financing payments similar to progress payment requests. The primary difference is the payment is based on the value of the performance event completed and not the value of the progress made toward contract completion. The event schedule can be entered in advance. The system will not calculate the financing until a **Paid Date** is entered.

1. PIIN*, SPIIN, and/or Support No. - Enter or select from the selection list, the appropriate number.

2. Prog. Pay Rate - Not Applicable to Performance Based Payments.

3. X Rate Function - When entering a Performance Milestone paid in local currency, the following inputs must be accomplished, in order:

Must be Re-Selected For EACH Performance Based Payment Entered

a. If entering a unit price in $, you must ensure that the US → LC radio button is selected in the "Xrate Function" field. You must also select either the multiply or divide radio button to instruct SICM on what function to perform based upon the exchange rate entered.

b. If entering a unit price in LC, you must ensure that the LC → US radio button is selected in the "XRate Function" field. You must also select either the multiply or divide radio button to instruct SICM on what function is to be performed based upon the exchange rate entered.

Note: Additional details concerning X Rate Function is located in Chapter 3, CLIN Details.

4. Schedule* - The user must enter a sequential Schedule number for the performance based payment request.

5. Event Num*>> - Enter or select from the selection list, the Performance Event number corresponding to the payment request. Refer to Section 8.4, Performance Based Payment Events, for screen view, process definition and field descriptions.

6. CLIN>> - Enter or select from the selection list, the CLIN corresponding to the performance event number. When the CLIN is selected the system will populate the Project No, Action No, Acrn, and Acrn Part 2 fields with the corresponding data from the CLIN ACRN selection list.

7. Proj No. - The system will display the Project number corresponding to the CLIN.

8. Action No. - The system will display the Action number corresponding to the CLIN.

9. Acrn - The system will display the ACRN corresponding to the CLIN.

10. Acrn Part 2 - The system will display the “long line” accounting and appropriation data corresponding to the CLIN.

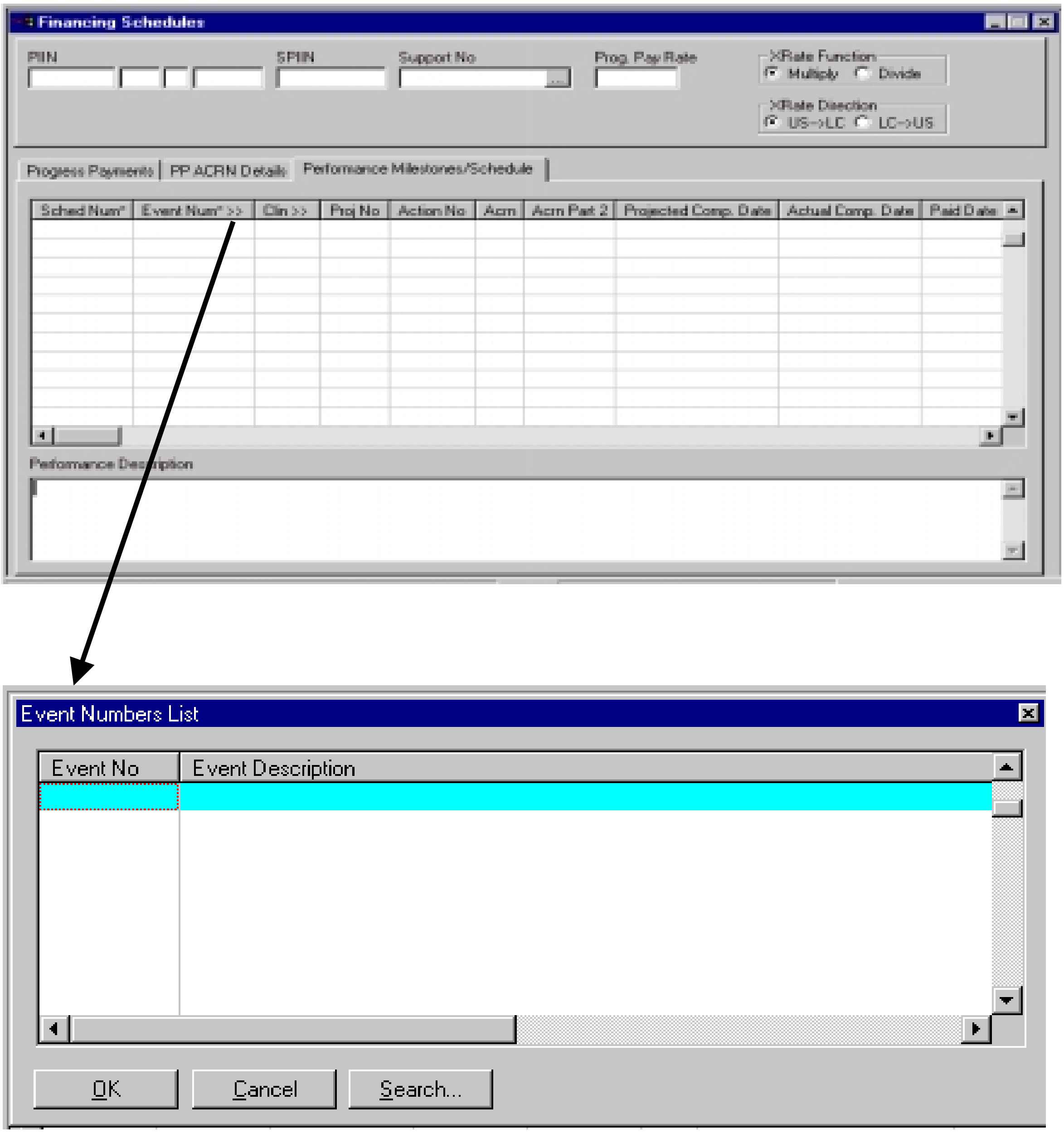
11. Projected Comp. Date - Enter the date the event is projected to be completed.

12. Actual Comp. Date - Enter the date the event was actually completed or the date eligible for payment.

13. Date Paid - Enter date of actual payment. ***Note: After entering this date, and saving the record, the system will automatically update the finance balance in the ACRN Details screen.***

8.3 Financing Performance Based Payments (continued)

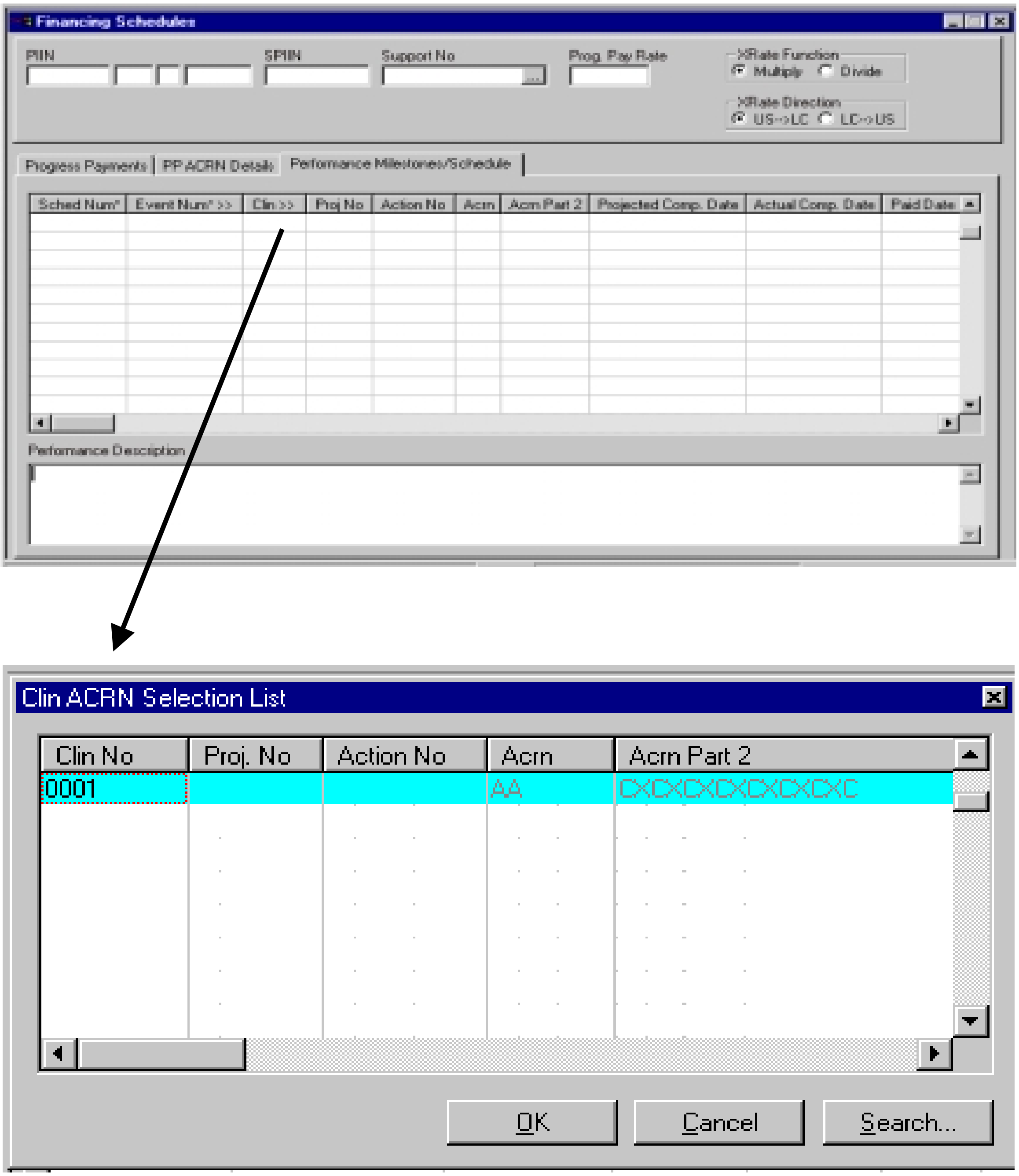
Performance Based Payment Event Numbers Selection List


Financing Schedules
PIIN
SPIIN
Support No
Prog. Pay Rate
Rate Function
● Multiply ○ Divide
Rate Direction
● US->LC ○ LC->US
Progress Payments
PP ACRN Details
Performance Milestones/Schedule
Sched Num*
Event Num* >>
Clin >>
Proj No
Action No
Acrn
Acrn Part 2
Projected Comp. Date
Actual Comp. Date
Paid Date
Performance Description
Event Numbers List
Event No
Event Description
OK
Cancel
Search...

Note: The procedure to establish a PBP Event item is described in Section 8.4, Performance Based Payment Events.

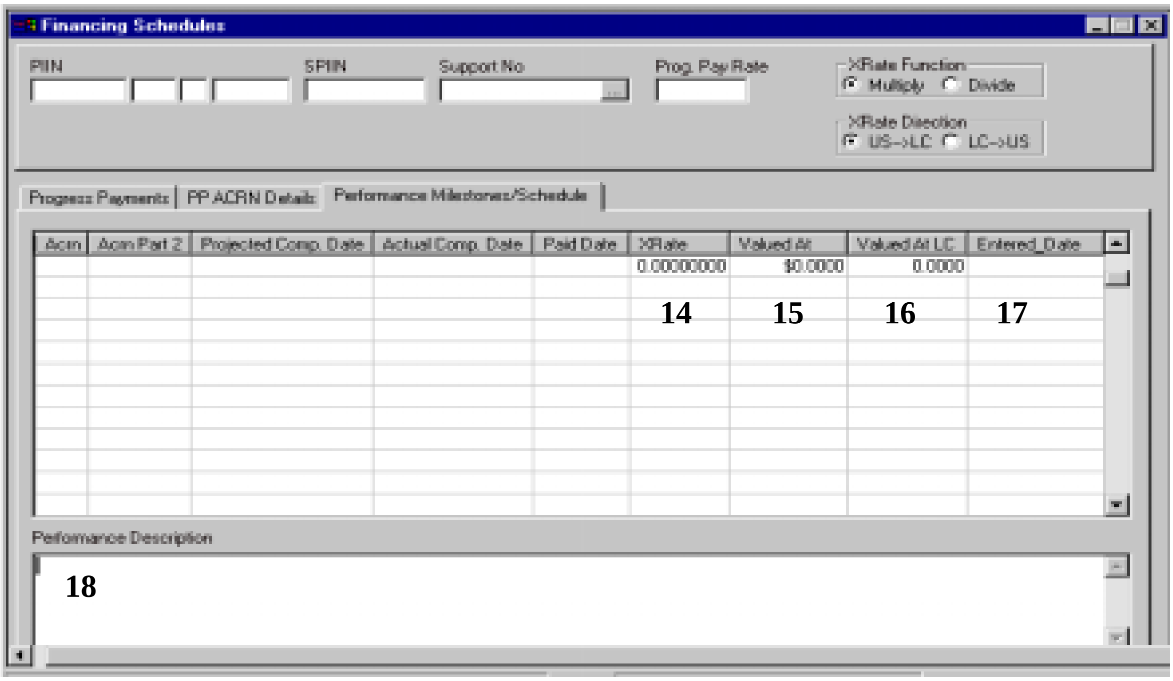
8.3 Financing Performance Based Payments (continued)

Clin ACRN Selection List


Financing Schedules
PIIN
SPIIN
Support No
Prog. Pay Rate
XRate Function
Multiply
Divide
XRate Direction
US-->LC
LC->US
Progress Payments
PP ACRN Details
Performance Milestones/Schedule
Sched Num*
Event Num* >>
Clin >>
Proj No
Action No
Acrn
Acrn Part 2
Projected Comp. Date
Actual Comp. Date
Paid Date
Performance Description
Clin ACRN Selection List
OK
Cancel
Search...

Clin No	Proj. No	Action No	Acrn	Acrn Part 2
0001			AA	CXCXCXCXCXCXCXC

8.3 Financing Performance Based Payments (continued)


Financing Schedules
PIIN
SPIIN
Support No
Prog. Pay Rate
Progress Payments
PP ACRN Details
Performance Milestones/Schedule
Performance Description
14
15
16
17
18

XRate Function: ● Multiply ○ Divide

XRate Direction: ● US->LC ○ LC->US

Acrn	Acrn Part 2	Projected Comp. Date	Actual Comp. Date	Paid Date	XRate	Valued At	Valued At LC	Entered_Date
					0.00000000	$0.0000	0.0000	

14. X (Exchange) Rate – If the item is to be paid in local currency, first verify the X-Rate Function and Direction indicated on the screen header to ensure it is selected correctly for the new entry. (Refer to paragraph 3 of this section.) Then enter the exchange rate cited on the Advice of Payment. If the exchange rate is not cited on the Advice of Payment, enter the exchange rate shown on the contract document or modification, or you can calculate the exchange rate manually based on the payment amount.

15. Valued At - Enter the value of the performance event from the payment request.

16. Valued At LC - Enter the value of the performance event in local currency from the payment request, if applicable.

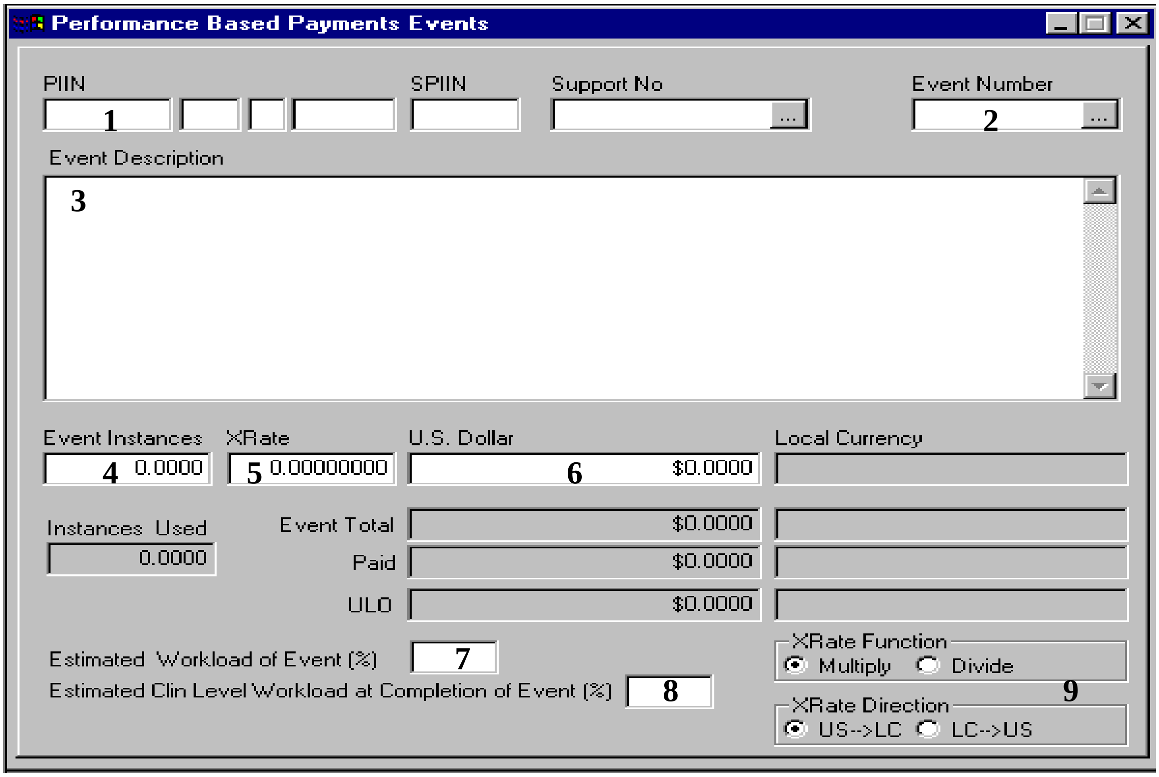
17. Entered Date - The system will populate this field based on the date the entry is made.

18. Performance Description - Enter the description of the performance event corresponding to the payment request.

Note: Both Performance Payment Header and Row Details are SAVED by the system as the user Tabs thru the last field of each row of information entered.

If information is edited, the user must SAVE the changes made by using either the Save Icon, or the F2 Function Key.

8.4 Performance Based Payment Events


Performance Based Payments Events
PIIN
SPIIN
Support No
Event Number
Event Description
Local Currency
Estimated Workload of Event (%)
Estimated Clin Level Workload at Completion of Event (%)
1
2
3
4
5
6
7
8
9

Event Instances: 0.0000

XRate: 0.00000000

U.S. Dollar: $0.0000

Instances Used: 0.0000

Event Total: $0.0000

Paid: $0.0000

ULO: $0.0000

XRate Function: ● Multiply ○ Divide

XRate Direction: ● US-->LC ○ LC-->US

Performance Based Payment Events

The purpose of the Performance Based Payment (PBP) Events screen is to provide the user a method of entering recurring events for PBP Contract Milestone Payments in the PBP Financing screens. This will allow the user to create a selection list of Milestone Events for use in processing PBP requests.

1. PIIN*, SPIIN, and/or Support No. - Enter or select from the selection list, the appropriate number.

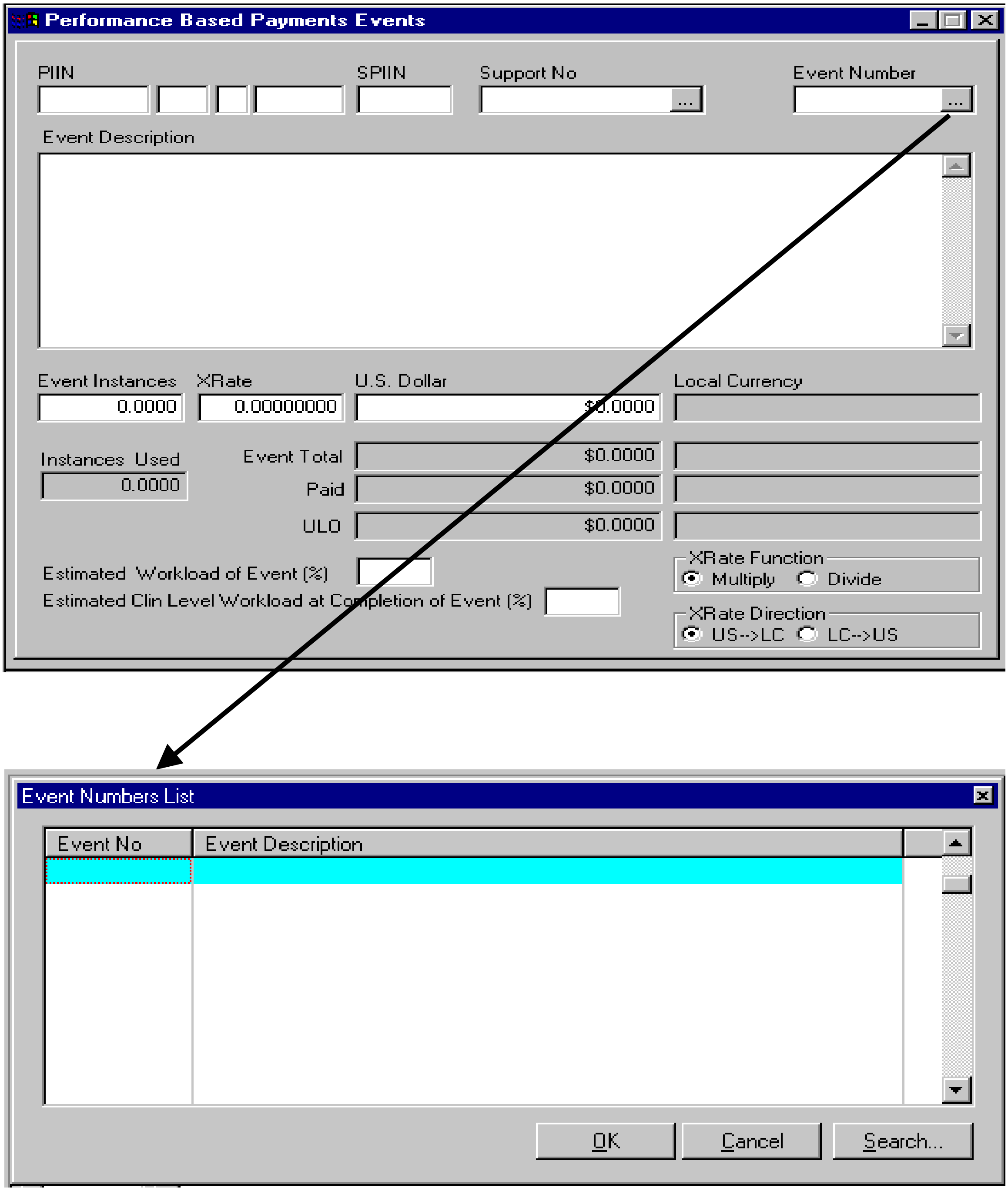
2. Event Number* - Enter or select from the selection list, the Milestone Event number corresponding to the event you are entering.

3. Event Description - Enter a description of the event in enough detail to allow the user to make an adequate determination of corresponding payment requests.

4. Event Instances - Enter the number of times the Milestone Event reoccurs throughout the milestone event schedule.

8.4 Performance Based Payment Events (continued)

Performance Based Payment Events Selection List



Performance Based Payments Events

PIIN:
SPIIN:
Support No:
Event Number:
Event Description:

Event Instances: 0.0000
XRate: 0.00000000
U.S. Dollar: $0.0000
Local Currency:

Instances Used: 0.0000
Event Total: $0.0000
Paid: $0.0000
ULO: $0.0000

Estimated Workload of Event (%):
Estimated Clin Level Workload at Completion of Event (%):

XRate Function: ● Multiply ○ Divide
XRate Direction: ● US-->LC ○ LC-->US

Event Numbers List

Event No	Event Description

8.4 Performance Based Payment Events (continued)

5. Exchange Rate - If the item is to be paid in local currency, enter the exchange rate shown on the face of the contract. Additional details are contained in the CLIN Details, Chapter 3.

6. US Dollar Amount - Enter the dollar value of the Milestone Event as defined in the Milestone Event schedule in the contract.

7. Estimated Workload of Event (%) - Enter the estimated percentage of the milestone event as compared to the contract value. (Not Required).

8. Estimated Clin Level Workload at Completion of Event (%) - Enter the estimated percentage of the milestone event as compared to the physical progress of the total contract. (Not Required).

9. X Rate Function - When entering a Performance Based Payment paid in local currency, the following inputs must be accomplished, in order:

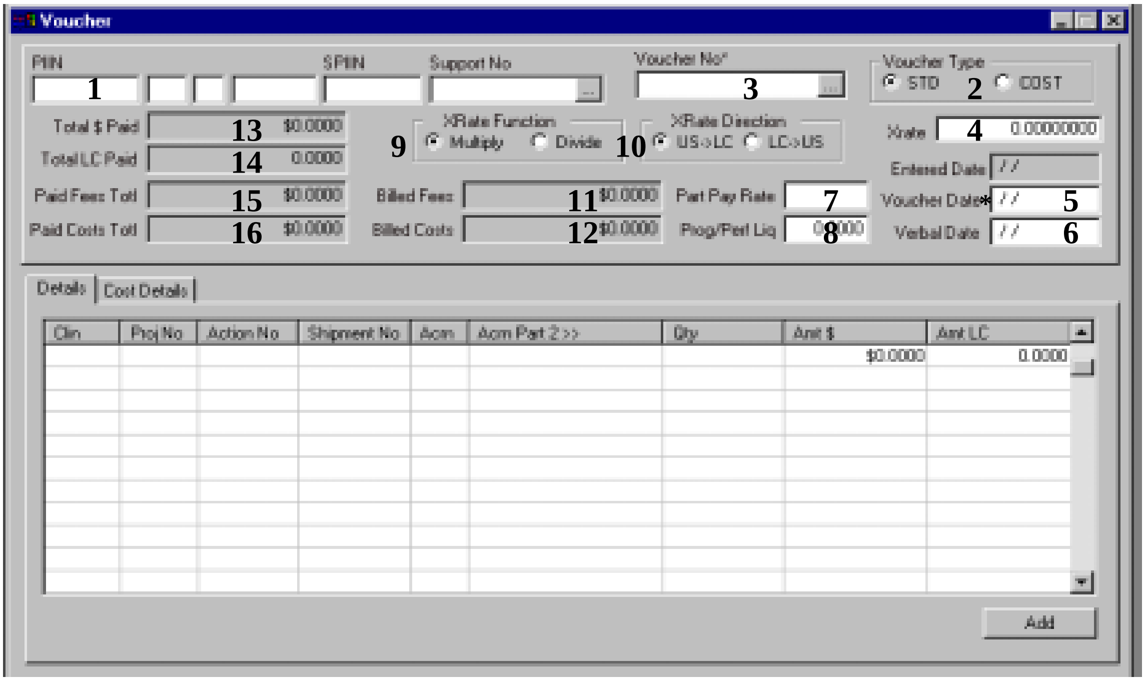
a. If entering a unit price in $, you must ensure that the US → LC radio button is selected in the "Xrate Function" field. You must also select either the multiply or divide radio button to instruct SICM on what function to perform based upon the exchange rate entered.

b. If entering a unit price in LC, you must ensure that the LC → US radio button is selected in the "Xrate Function" field. You must also select either the multiply or divide radio button to instruct SICM on what function to perform based upon the exchange rate entered.

Note: Additional details concerning X Rate Function is located in Chapter 3, CLIN Details.

A Performance Based Payment Event is SAVED by using the Save Icon, or the F2 Function Key.

8.5 Payment Voucher



● STD ○ COST

Xrate 0.00000000

● Multiply ○ Divide

● US->LC ○ LC->US

Total $ Paid $0.0000

Total LC Paid 0.0000

Paid Fees Totl $0.0000

Paid Costs Totl $0.0000

Billed Fees $0.0000

Billed Costs $0.0000

Prog/Perf Liq 0.0000

Entered Date / /

Voucher Date* / /

Verbal Date / /

Clin	Proj No	Action No	Shipment No	Acrn	Acrn Part 2 >>	Qty	Amt $	Amt LC
							$0.0000	0.0000

Payment Voucher

The purpose of the payment voucher screen is to provide a mechanism for the system to liquidate payments made against a contractual document. The Payment voucher screen consists of a header portion and two details tabs. The Detail Tab is for entering FFP type contract payment vouchers while the Cost Details Tab is for entering Cost type contract payment vouchers.

1. PIIN*, SPIIN, and/or Support No.- Enter or select from the selection list, the appropriate number.

2. Voucher Type - Select the radio button which describes the type of payment voucher associated with the CLIN type. For a Firm Fixed Price contract payment voucher you would select the STD button or Standard. For a Cost Type contract sub-voucher you would select the COST button. Selection of the appropriate button will determine which Tab is activated.   STD will activate the Details Tab, and COST will activate the Cost Details Tab.

3. Voucher No.* – Enter the payment voucher number from the paid voucher notification. After the initial payment voucher is entered, the payment voucher can be selected from the payment voucher selection list.

8.5 Payment Voucher (continued)

4. X (Exchange) Rate – If the item is to be paid in local currency, enter the exchange rate cited on the Advice of Payment. If the exchange rate is not cited on the Advice of Payment, enter the exchange rate shown on the contract document or modification, or you can calculate the exchange rate manually based on the payment amount.

5. Voucher Date * - If you have received the payment voucher, enter the date the payment was made. If the voucher has already been entered based on a verbal confirmation, the record should be updated to reflect the actual payment date when the voucher is received.

6. Verbal Date - Enter the date the Payment Office provided verbal confirmation of the payment voucher you are entering. If the payment office provides verbal confirmation of the payment a copy of the actual voucher should be provided to support the payment entry.

7. Partial Pay Rate - The partial payment rate is populated based on the information initially input on the Contract Header screen. Activated when the STD Type Voucher radio button is selected.

8. Prog/Perf Rate - The progress payment/performance liquidation rate is populated based on the information initially input on the Contract Header screen. Activated when the STD Type Voucher radio button is selected.

9. XRate Functions – Multiply/Divide – If the item is to be paid in a local currency, you must have identified a local currency in the CLIN Header.

10. X Rate Direction - US > LC/LC>US – If the item is to be paid in a local currency, you must have identified a local currency in the CLIN Header.

11. Billed Fees - Enter the amount of Fee billed by the contractor on the Cost Voucher. Activated when the COST Type Voucher radio button is selected.

12. Billed Costs - Enter the amount of Cost billed by the contractor on the Cost Voucher. Activated when the COST Type Voucher radio button is selected.

13. Total $ Paid - This field is system populated for STD Vouchers based on the cumulative amount entered in the Amt $ field in the Details Tab and for COST Vouchers is a combination of the Cost Paid and Fees Paid fields in the Cost Details Tab.

8.5 Payment Voucher (continued)

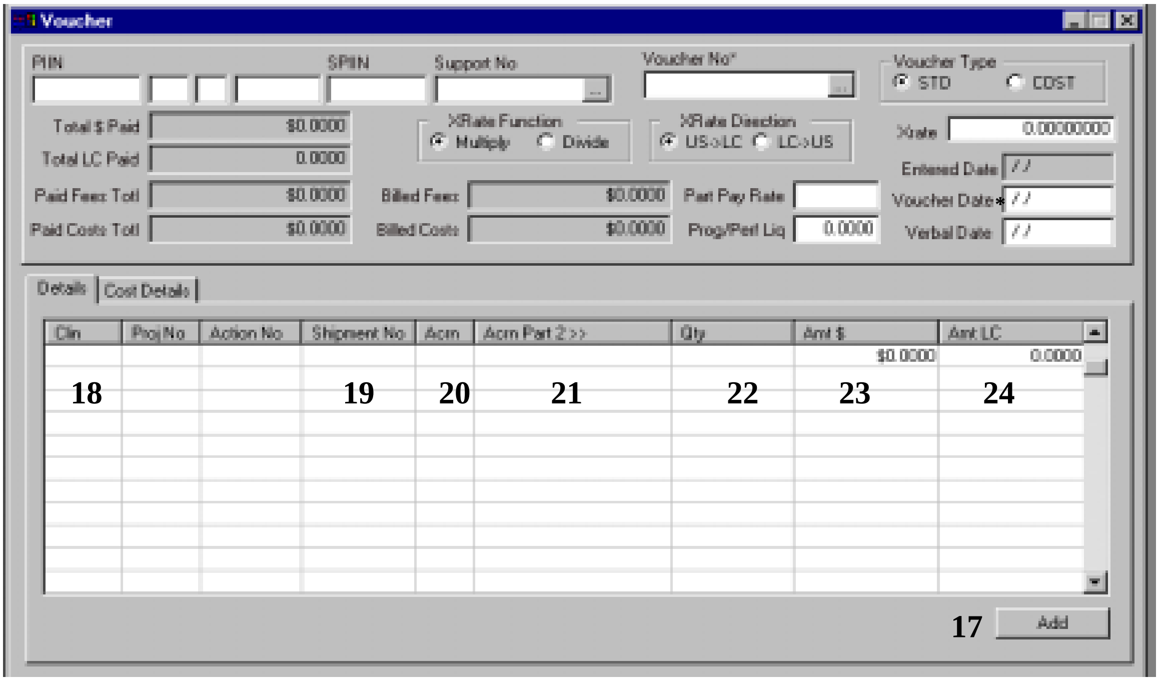
14. Total LC Paid - This field is system populated for STD Vouchers based on the cumulative amount entered in the Amt LC field in the Details Tab and for COST Vouchers is a combination of the Cost Paid LC and Fees Paid LC fields in the Cost Details Tab.

15. Paid Fees Total - This field is system populated based on the cumulative amount entered in the Fees field in the Cost Voucher Details Tab.

16. Paid Costs Total - This field is system populated based on the cumulative amount entered in the Costs field in the Cost Voucher Details Tab.

Note: The Payment Voucher Header is SAVED by the system as the user Tabs thru the last field of each Row of Voucher Details entered.

8.5 Payment Voucher - STD Voucher Type



Voucher Type: ● STD ○ COST

Total $ Paid: $0.0000
Total LC Paid: 0.0000
Paid Fees Totl: $0.0000
Paid Costs Totl: $0.0000

XRate Function: ● Multiply ○ Divide
XRate Direction: ● US->LC ○ LC->US
Xrate: 0.00000000

Billed Fees: $0.0000
Billed Costs: $0.0000
Part Pay Rate:
Prog/Perf Liq: 0.0000

Entered Date: / /
Voucher Date*: / /
Verbal Date: / /

Clin	Proj No	Action No	Shipment No	Acrn	Acrn Part 2 >>	Qty	Amt $	Amt LC
							$0.0000	0.0000

Details Tab - Activated when STD Voucher Type is selected.

17. Add Button - This button is to be used when CLIN detail level payment information is to be entered from the payment voucher. The CLIN level detail information should be entered if available on the payment voucher received for input.

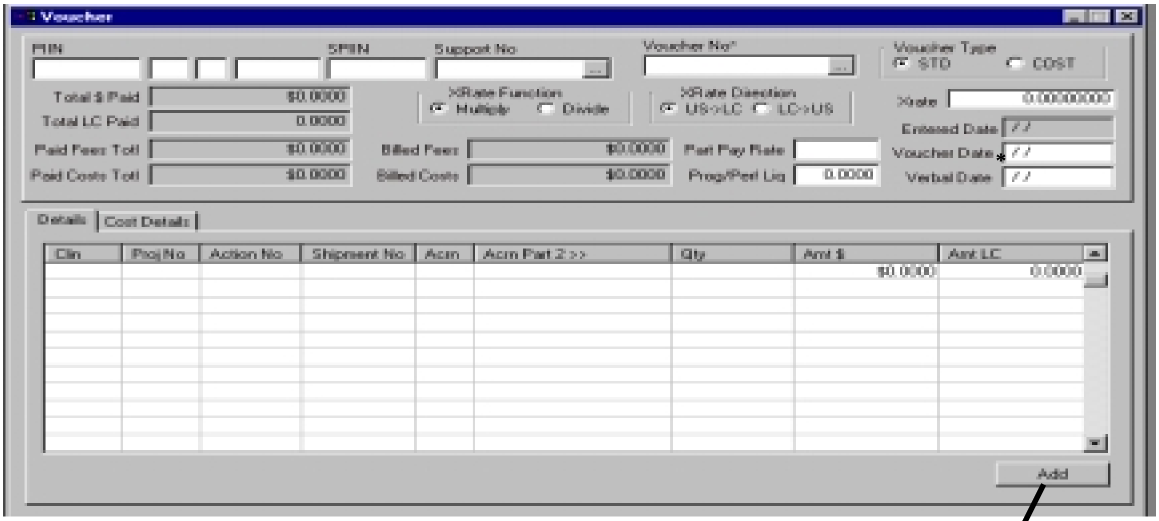
Note - In order to add voucher payment details you must select the Add Button. Use the Pick Delivery Records Selection List to select the applicable CLINs for which the payment will be made. Use the DD250 Selection List to select the Shipment Number for the applicable CLINs were made against.

18. Clin, Proj No, Action No – To add a CLIN to the STD Voucher Details Tab, click on the Add Button and the Pick Delivery Record Selection List will appear. Select the Shipment Number that corresponds to the payment made and a list of the CLINs associated with that shipment will appear. To select the CLIN(s) that are being paid, single click on the CLIN Number and it will change to **White**. When you have single clicked on all the applicable CLINs, click on the OK button and the system will populate the CLIN, Proj, Action No., and Shipment No. fields. **Repeat this process if multiple Shipment Numbers are being paid against the voucher being entered.**

19. Shipment No. - The system will populate based on the shipment selected**.**

8.5 Payment Voucher - STD Voucher Type (continued)

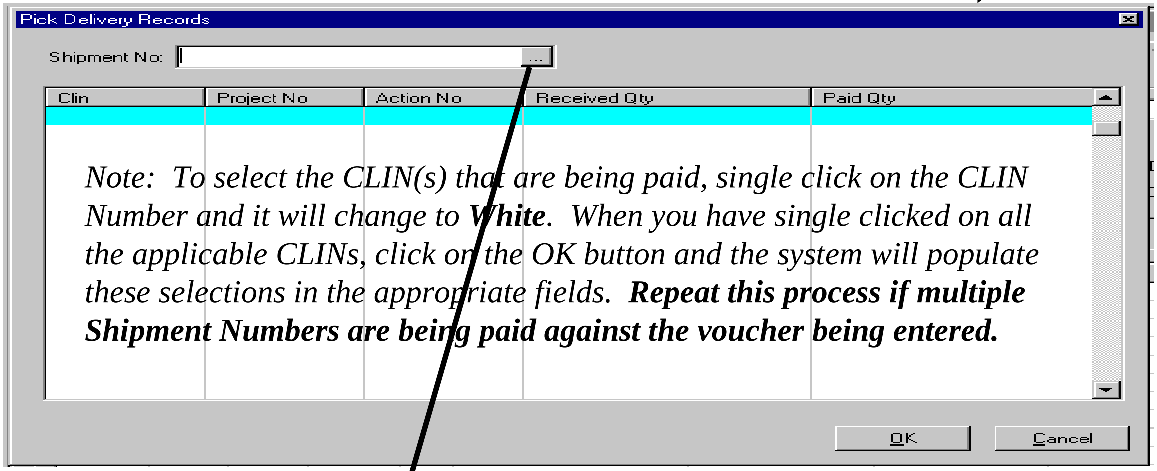
Details Add Button



PIN
SPIN
Support No
Voucher No*
Voucher Type: ● STD ○ COST
Total $ Paid: $0.0000
Total LC Paid: 0.0000
Paid Fees Totl: $0.0000
Paid Costs Totl: $0.0000
XRate Function: ● Multiply ○ Divide
XRate Direction: ● US>LC ○ LC>US
Billed Fees: $0.0000
Billed Costs: $0.0000
Part Pay Rate
Prog/Perf Liq: 0.0000
Xrate: 0.00000000
Entered Date: / /
Voucher Date*: / /
Verbal Date: / /

Clin	Proj No	Action No	Shipment No	Acrn	Acrn Part 2 >>	Qty	Amt $	Amt LC
							$0.0000	0.0000

CLIN Selection List

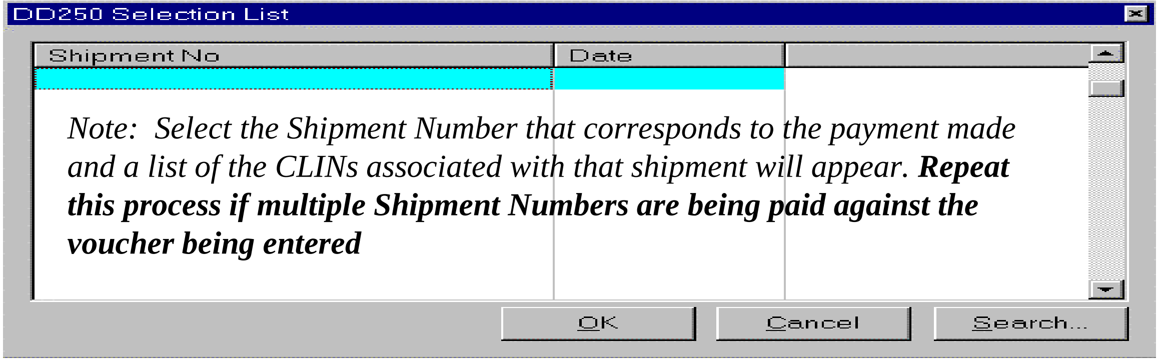


Shipment No:

Clin	Project No	Action No	Received Qty	Paid Qty

Note: To select the CLIN(s) that are being paid, single click on the CLIN Number and it will change to ***White****. When you have single clicked on all the applicable CLINs, click on the OK button and the system will populate these selections in the appropriate fields.* ***Repeat this process if multiple Shipment Numbers are being paid against the voucher being entered.***

DD250 Selection List



Shipment No	Date

Note: Select the Shipment Number that corresponds to the payment made and a list of the CLINs associated with that shipment will appear. ***Repeat this process if multiple Shipment Numbers are being paid against the voucher being entered***

8.5 Payment Voucher - STD Voucher Type (continued)

20. Acrn - Select the ACRN by using the Acrn Part 2 Button Bar referenced in item 21.

21. Acrn Part 2 >>- To activate the ACRN selection list, push the Button Bar above the Acrn Part 2>> column. The ACRN Selection List will appear and you can select the ACRN corresponding to the 2 digit alpha ACRN for the CLIN payment.

22. Qty - Enter the quantity of items which shipped under the applicable CLIN.

23. Amount $ - Enter the total amount in US funds which were paid on the voucher. This total is a sum of all the CLIN level amount paid on the voucher. This payment amount will increase the Liquidated amount and decrease the Unliquidated amount on the Contract Header screen.

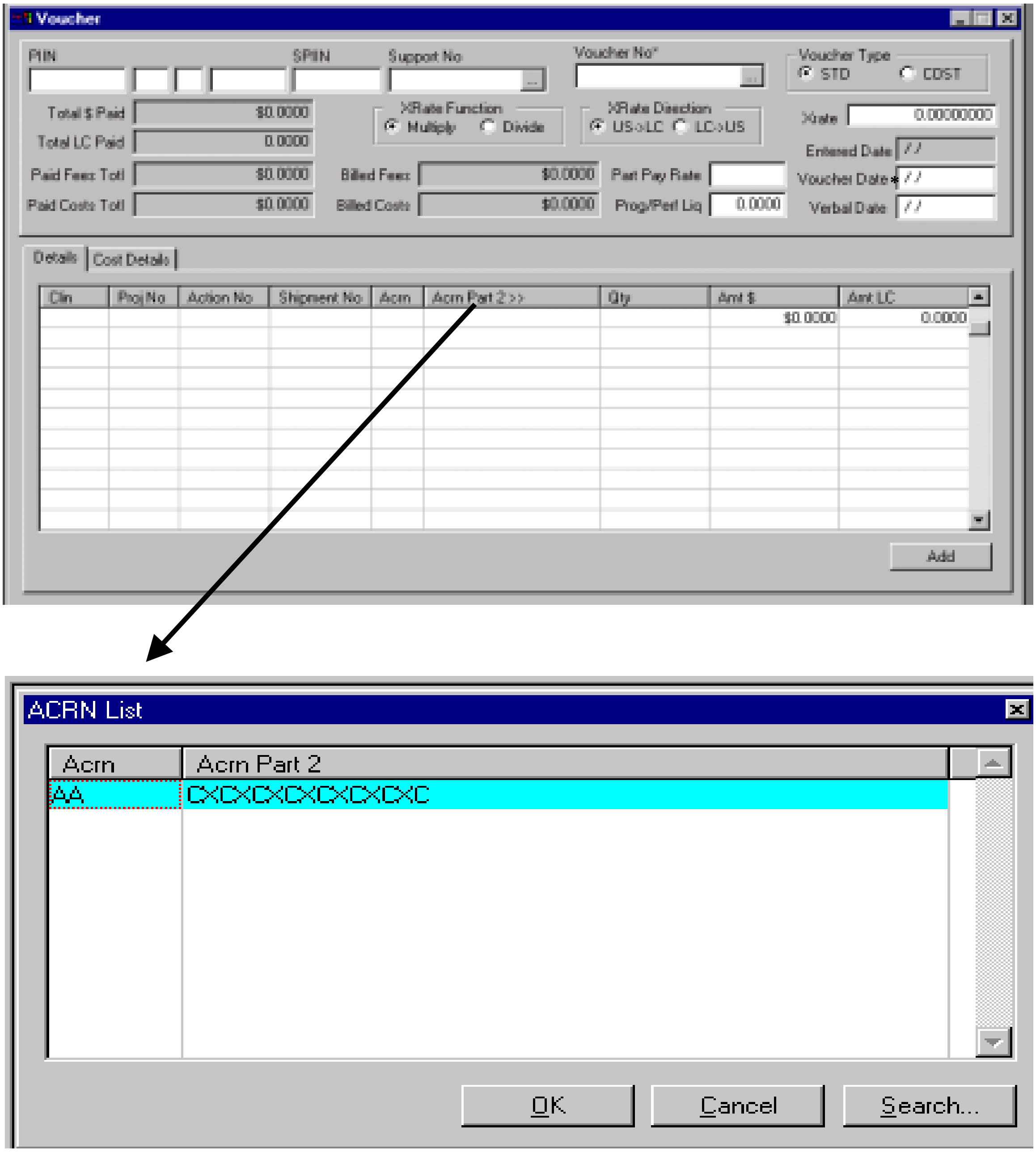
24. Amount LC - Enter the total amount in LC funds which were paid on the voucher. This total is a sum of all the CLIN level amount paid on the voucher. This payment amount will increase the Liquidated amount and decrease the Unliquidated amount on the Contract Header screen.

Both STD Payment Voucher Header and Row Details are SAVED by the system as the user Tabs thru the last field of each row of information entered.

Multiple rows of Voucher Details may be added consecutively.

8.5 Payment Voucher - STD Voucher Type (continued)

ACRN Selection List


Voucher
PIIN
SPIIN
Support No
Voucher No*
Details
Cost Details
Clin
Proj No
Action No
Shipment No
Acrn
Acrn Part 2 >>
Qty
Amt $
Amt LC
Add
ACRN List
OK
Cancel
Search...

Voucher Type: ● STD ○ COST

XRate Function: ● Multiply ○ Divide

XRate Direction: ● US->LC ○ LC->US

Total $ Paid: $0.0000

Total LC Paid: 0.0000

Paid Fees Totl: $0.0000

Paid Costs Totl: $0.0000

Billed Fees: $0.0000

Billed Costs: $0.0000

Part Pay Rate:

Prog/Perf Liq: 0.0000

Xrate: 0.00000000

Entered Date: / /

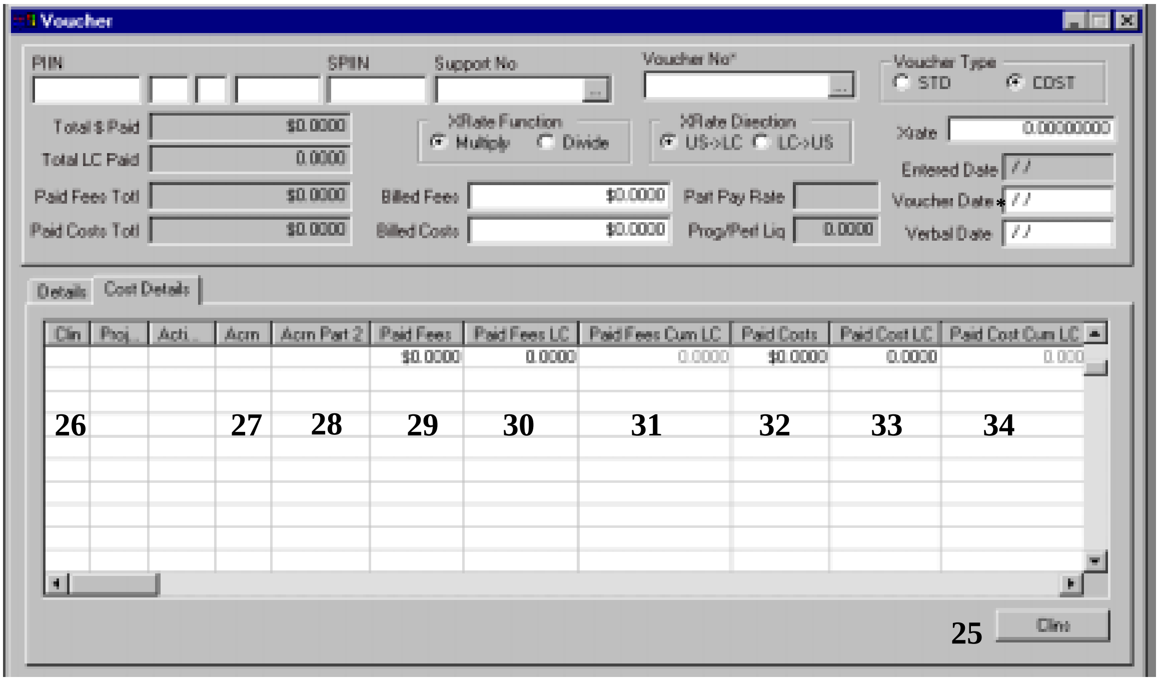
Voucher Date*: / /

Verbal Date: / /

Amt $: $0.0000 Amt LC: 0.0000

Acrn	Acrn Part 2
AA	CXCXCXCXCXCXCXC

8.5 Payment Voucher - COST Voucher Type



Voucher Type: ○ STD ● COST

XRate Function: ● Multiply ○ Divide

XRate Direction: ● US->LC ○ LC->US

Total $ Paid: $0.0000

Total LC Paid: 0.0000

Paid Fees Totl: $0.0000

Paid Costs Totl: $0.0000

Billed Fees: $0.0000

Billed Costs: $0.0000

Part Pay Rate:

Prog/Perf Liq: 0.0000

Xrate: 0.00000000

Entered Date: / /

Voucher Date*: / /

Verbal Date: / /

Clin	Proj...	Acti...	Acrn	Acrn Part 2	Paid Fees	Paid Fees LC	Paid Fees Cum LC	Paid Costs	Paid Cost LC	Paid Cost Cum LC
					$0.0000	0.0000	0.0000	$0.0000	0.0000	0.000

Cost Details Tab - Activated when COST Voucher Type is selected.

25. Clins Button - This button is to be used when CLIN detail level payment information is to be entered from the payment voucher. The CLIN level detail information should be entered if available on the payment voucher received for input.

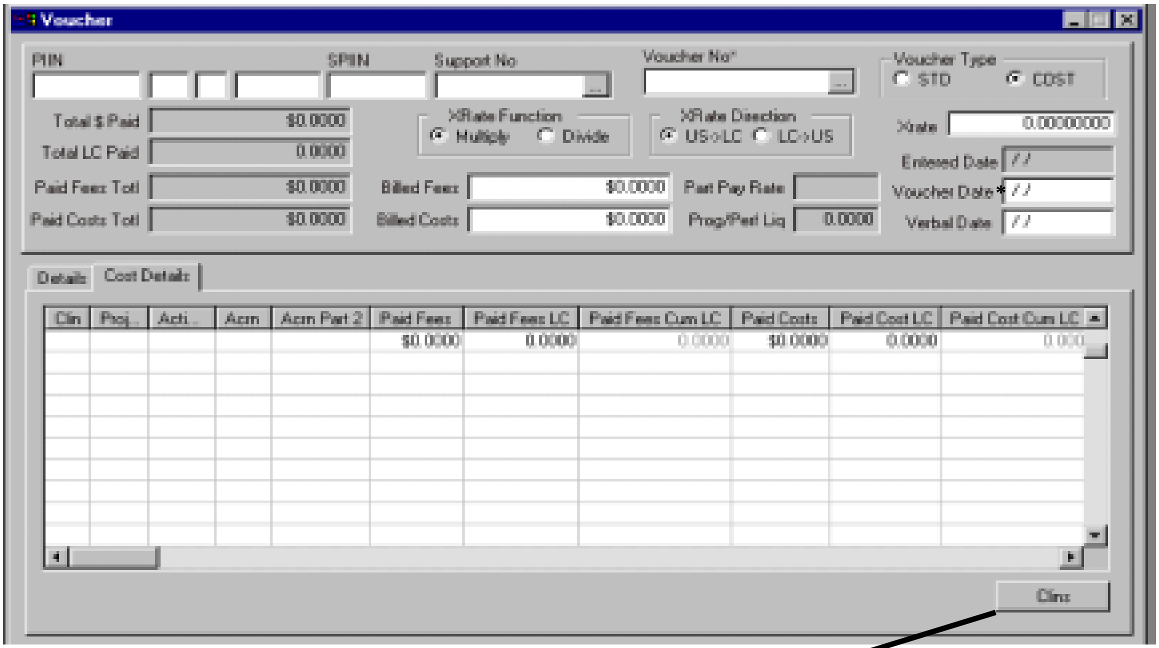
Note - In order to add cost voucher payment details you must select the Clins button. The CLIN Selection List must be chosen to identify applicable CLINs for which the payment will be made.

26. Clin, Proj No, Action No – To add a CLIN to the COST Voucher Details Tab, click on the Clins Button and the Pick Clin Records Selection Box will appear that lists those CLINs associated with contract referenced. To select the CLIN(s) that are being paid, single click on the CLIN Number and it will change to **White**. When you have single clicked on all the applicable CLINs, click on the OK button and the system will populate the CLIN, Proj, Action No., and Shipment No. fields.

Note: After the user clicks on the OK or ALL button to select the appropriate CLIN(s), the screen view will CLEAR. The user must re-select the Voucher Number before continuing on with entering the associated Cost Detail information.

8.5 Payment Voucher - COST Voucher Type (continued)

Cost Details Clins Button



PIIN

SPIIN

Support No

Voucher No*

Voucher Type ○ STD ● COST

Total $ Paid $0.0000

Total LC Paid 0.0000

Paid Fees Totl $0.0000

Paid Costs Totl $0.0000

XRate Function ● Multiply ○ Divide

XRate Direction ● US->LC ○ LC->US

Xrate 0.00000000

Billed Fees $0.0000

Billed Costs $0.0000

Part Pay Rate

Prog/Perf Liq 0.0000

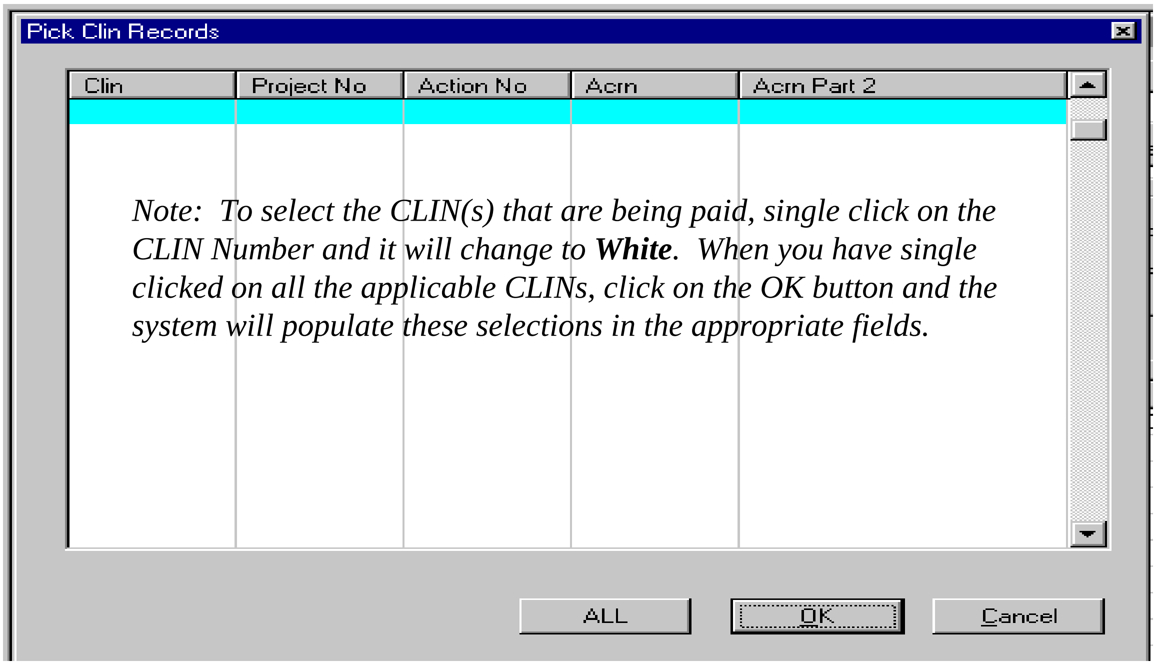
Entered Date / /

Voucher Date* / /

Verbal Date / /

Clin	Proj...	Acti...	Acrn	Acrn Part 2	Paid Fees	Paid Fees LC	Paid Fees Cum LC	Paid Costs	Paid Cost LC	Paid Cost Cum LC
					$0.0000	0.0000	0.0000	$0.0000	0.0000	0.000

CLIN Selection List



Clin	Project No	Action No	Acrn	Acrn Part 2

Note: To select the CLIN(s) that are being paid, single click on the CLIN Number and it will change to ***White****. When you have single clicked on all the applicable CLINs, click on the OK button and the system will populate these selections in the appropriate fields.*

8.5 Payment Voucher - COST Voucher Type (continued)

27. Acrn - The system will populate the 2 digit alpha ACRN corresponding to the CLIN payment based on the information picked from the CLIN Selection list.

28. Acrn Part 2 - The system will populate the “long line” accounting and appropriation data corresponding to the CLIN payment based on the information picked from the CLIN Selection list.

Note: If a correction to an Acrn or Acrn Part 2 was made and saved at the CLIN Level, the original Acrn and Acrn Part 2 will remain on the Acrn Selection List, but will not be associated with the record now being vouchered.

29. Paid Fees - Enter the amount of fee paid from the cost voucher payment notification, if applicable.

30. Paid Fees LC - Enter the amount of fee paid in local currency from the cost voucher payment notification, if applicable.

31. Paid Fees Cum LC - The system will calculate and populate the cumulative amount of fees paid in local currency through the current voucher being processed

32. Paid Costs - Enter the amount of cost paid from the cost voucher payment notification.

33. Paid Costs LC - Enter the amount of cost paid in local currency from the cost voucher payment notification, if applicable.

34. Paid Cost Cum LC - The system will calculate and populate the cumulative amount of costs paid in local currency through the voucher being processed, if applicable.

Both COST Payment Voucher Header and Row Details are SAVED by the system as the user Tabs thru the last field of each row of information entered.

Multiple rows of Voucher Details may be added consecutively.

8.6 Deletion of Voucher Details

Each row of Voucher Details may be edited by the user. When it has been determined necessary to delete an **entire row** of Voucher Details, as is the case when a Voucher Record needs to be deleted, do so by following the guidance provided below:

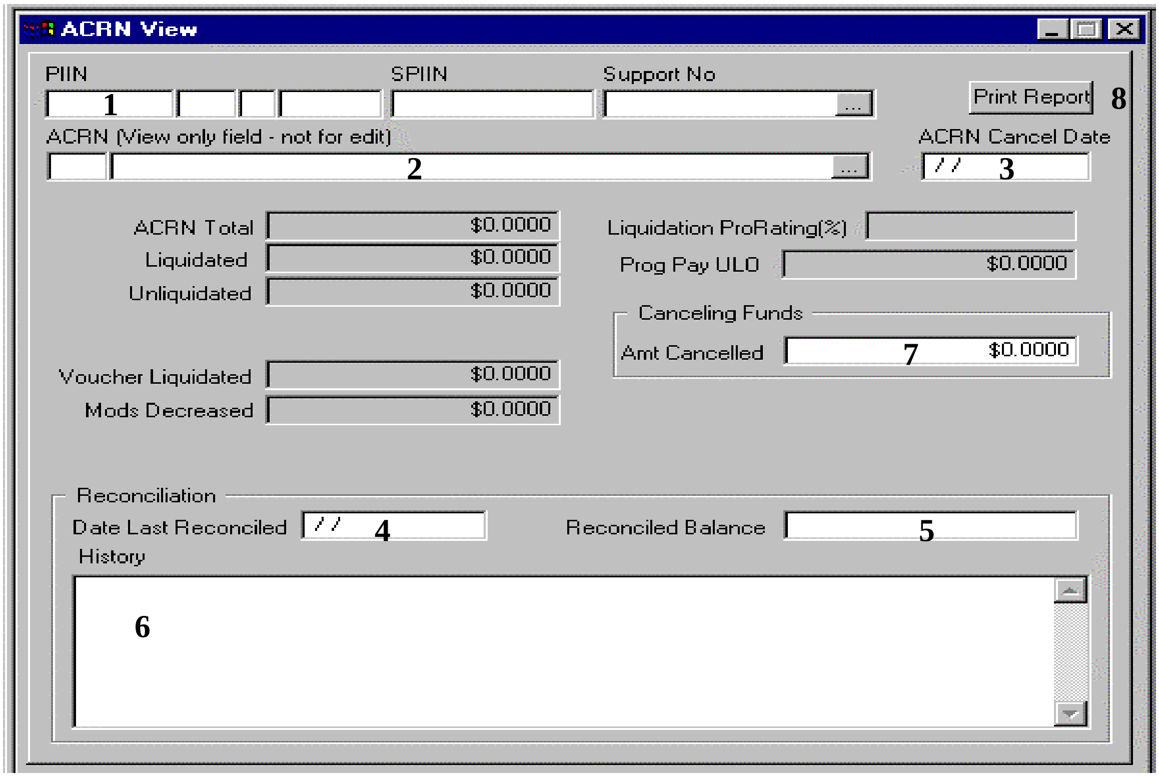
Each row of Voucher Details must be deleted ONE ROW at a time.

1. Mouse click and place the cursor in any field within the row that is to be deleted.
2. Execute delete action using either the Delete Icon or Shift + F2 Function Key.
3. Mouse click in the PIIN field and **Refresh** view using the F9 Function Key. The refresh action will pull in the change to the Total Paid field of the Voucher Header, if it did not display immediately. The deletion can be further validated by noting the associated change made to the ACRN Liquidation field of the ACRN View screen. If the ACRN View screen was already open, the user will need to Refresh to view using the F9 Function Key to pull in the change.

If ALL the Voucher Detail rows of a given Voucher need to be deleted, the associated Voucher Header MUST ALSO be deleted using the Voucher Delete Utility. Refer to Chapter 13, Section 13.7 Delete Voucher for additional instructions.

If an entire Voucher Record needs to be deleted, ALL Voucher Detail rows MUST be deleted first, and then the Voucher Header can be deleted using the Voucher Delete Utility. Refer to Chapter 13, Section 13.7 Delete Voucher for additional instructions.

8.7 ACRN Details


ACRN View
PIIN
1
SPIIN
Support No
...
Print Report
8
ACRN (View only field - not for edit)
2
...
ACRN Cancel Date
3
Liquidation ProRating(%)
Canceling Funds
7
Reconciliation
4
5
History
6

ACRN Cancel Date / /

ACRN Total $0.0000

Liquidated $0.0000

Unliquidated $0.0000

Voucher Liquidated $0.0000

Mods Decreased $0.0000

Prog Pay ULO $0.0000

Amt Cancelled $0.0000

Date Last Reconciled / /

Reconciled Balance

ACRN Details

The purpose of the ACRN View screen is to consolidate information related to each specific ACRN on the contract/purchase order. This screen helps meet the requirement for obligations and liquidations to be tracked at the ACRN level. to help manage canceling fund appropriations and their applicable contracts.

1. PIIN*, SPIIN, and/or Support No. – Enter or select from the selection list, the appropriate number.

2. ACRN – Select from the selection list the ACRN which was originally input on the CLIN Details Order Tab. If the two digit alpha ACRN has not been previously input through the CLIN Details Order Tab, the you must return to that screen for initial input.

3. ACRN Cancel Date – Enter the date the ACRN Cancels for Disbursement. In most instances the cancellation date is the end of the 5th fiscal year from the year in which the funds were obligated. The system will default to this date and the user must update it accordingly. Detailed information related to funds cancellation periods is contained in the DFAS Desk Procedure 201.

8.7 ACRN Details (continued)

4. Date Last Reconciled – Enter the date of the last time this ACRN was reconciled. When a Unliquidated Obligation (ULO) balance remains on the ACRN after all deliveries have been accomplished and all payments have been made, you must reconcile the balance. Input the details of these reconciliation efforts into the History field below (item 10).

5. Reconciled Balance – Enter the balance of the ACRN at the time of the last reconciliation. Each time an ACRN balance is reconciled, the amount must be entered here showing the point through which the reconciliation was accomplished.

6. History – Enter the ACRN Obligation / Disbursement History. The total obligation balance is the point at which the reconciliation begins. From the total obligation amount all payments are deducted until the remaining ULO is verified as correct. Since all contracts are obligated in US funds any local currency payments must be converted at the time of payment using the exchange rate referenced in the advice of payment. When the local currency ULO amount equals zero, the remaining US funds can be validated as being excess.

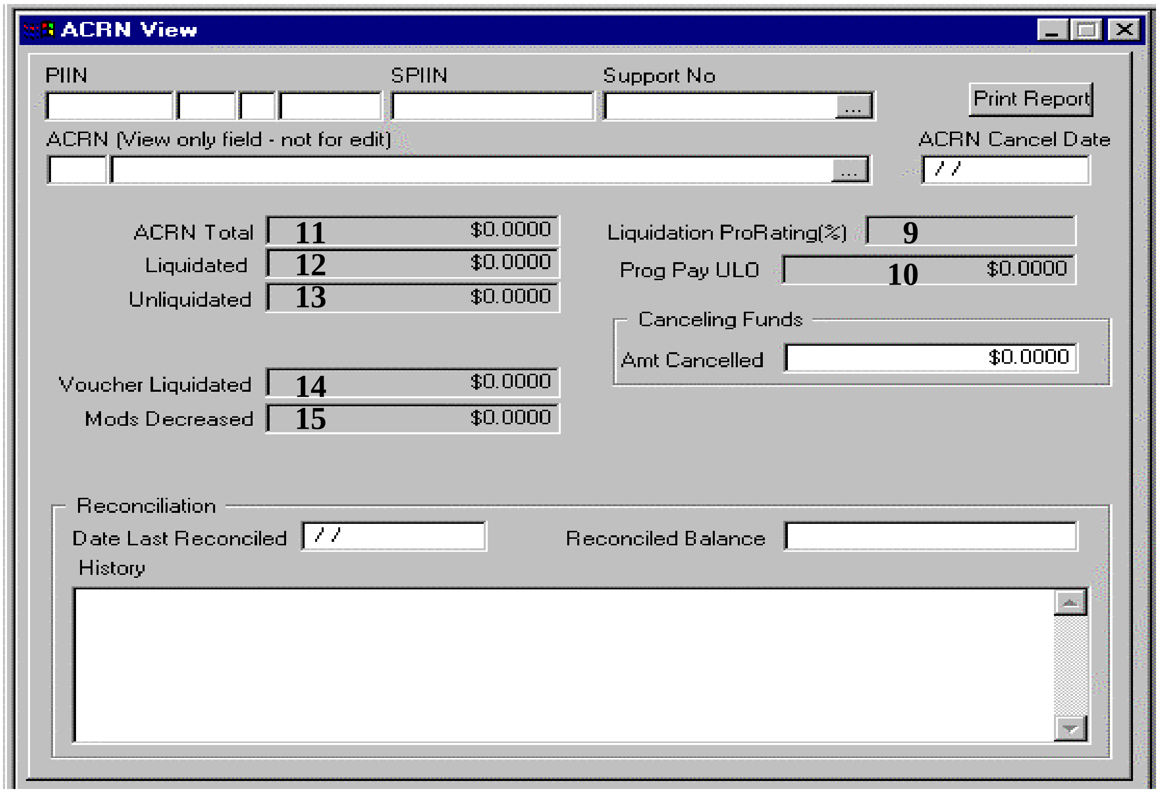
There are three methods to adjust a credit/debit ULO to reflect a zero balance. 1) A final obligation/de-obligation modification by the ACO or PCO must be processed if the Foreign Currency Fluctuation Defense (FCF,D) account is not referenced in the contract. 2) If the FCF,D account is referenced in the contract the disbursement office should draw from or place into the account the balance of funds. 3) The assigned disbursement office can perform internal adjustments and Q off excess balances.

One of these final actions should be accomplished and the results input into SICM to bring the ULO amount to zero prior to processing the Contract Completion Statement (DD1594).

7. Modification Amount - Enter the amount of a contract modification written for the sole purpose of preventing contract obligation funding from canceling.

8. Print Report - This button will generate a printout of the ACRN Details report.

8.7 ACRN Details (continued)



ACRN Cancel Date / /

ACRN Total 11 $0.0000

Liquidated 12 $0.0000

Unliquidated 13 $0.0000

Voucher Liquidated 14 $0.0000

Mods Decreased 15 $0.0000

Liquidation ProRating(%) 9

Prog Pay ULO 10 $0.0000

Amt Cancelled $0.0000

Date Last Reconciled / /

Reconciled Balance

9. Liquidation Pro-Rating (%) – The system will calculate the percentage of CLIN obligation for each ACRN. The percent of obligation is used when a multiple ACRN condition exists and allows for liquidation of financing payments to occur at the same rate for which they were obligated.

10. Prog. Pay ULO – The system will calculate the balance of financing payments (PP/PBP ULO) and will liquidate the finance payments as delivery payments are accomplished. The PP ULO remaining for the ACRN is calculated based on the finance payment liquidation rate input initially on the Contract Header screen. As delivery payments are completed and paid using the Voucher screen, the ACRN Balance will be reduced proportionally.

11. ACRN Total - The system will calculate and display the total obligated amount for the ACRN from the input on the CLIN Details Order Tab entry.

12. Liquidated - The system will calculate and display the total disbursed amount for the ACRN from the Standard Payment Voucher or the SF 1034 Cost Voucher entry. This is the **ACRN** Liquidated Amount. This field will be recalculated by the system automatically when an SF 30 ACRN Level Excess Funds Tab is saved. Refer to Chapter 5, Section 5.5, ACRN Level Funds Reduction Tab, for more details.

8.7 ACRN Details (continued)

13. Unliquidated - The system will calculate and display the ACRN ULO balance remaining for the ACRN by deducting the Liquidated amount from the ACRN Total. This is the **ACRN** Unliquidated Obligated Amount.

14. Mod Decreased - The system will calculate and display the total funds reduction for the associated ACRN based on the SAVE action of an ACRN Level Funds Reduction Tab for that ACRN. Refer to Chapter 5, Section 5.5 ACRN Level Funds Reduction Tab, for additional information. Both the ACRN Liquidated and Unliquidated amounts (Fields 12 and 13) of the ACRN Details Screen will be recalculated by the system as well, as a result of an ACRN Level Funds Reduction Tab being SAVED for the associated ACRN.

15. Voucher Disbursed - The system will calculate and display the total disbursed by vouchers. The amount is calculated based on the total disbursement amount by ACRN from input on the Standard Payment Voucher or the SF 1034 Cost Voucher.

The ACRN Details Screen is SAVED by using the Save Icon, or the F2 Function Key.